

Municipal Court of Record



Driver' Safety Course (DSC) Eligibility

You may be eligible to complete DSC if you were cited for a moving offense, if you have not taken the course in the previous 12 months to have a citation dismissed (see [Ineligible for DSC](#) below). DSC can only be requested for ONE qualifying violation and can only be requested once in a 12 month period from the [date the course was last completed](#). To request DSC you must appear by the appearance date provided in your citation/notice.

For your request to be approved you must submit the following:

- A plea of No Contest or Guilty, a written request to take DSC, and an affidavit attesting that you have not completed DSC in the past 12 months (attached)
- A copy of your Texas Driver's License or proof of active military duty and your out of state license
- Proof of insurance showing your name as an insured driver;
- Payment of court costs in the amount of \$114.10 **or if the offense occurred in a school zone \$139.10**
 - Payment can be submitted by mailing a money order to the Killeen Municipal Court of Record, 200 E. Avenue D, Killeen, Texas, 76541
 - In person by cash, credit card, or money order

Once the Court has approved your request, you will be given 90 days to complete an approved course and provide proof with the Certificate of Completion and a copy of your driving record obtained by the Department of Public Safety (DPS).

Important:

You will be required to obtain your driving record by mail or online at the address below. Please contact the DPS for more information.

Texas Department of Public Safety
Driver Records Bureau
P.O. Box 149246
Austin, TX 78714
Phone: 512-424-2032
www.tedps.state.tx.us

Obtain your driving record as early as possible! In many cases, the Texas DPS will allow you to print your driving record (Type 3A) directly from their website, however there are a variety of reasons that could prevent you from doing so. If you are unable to directly print your driving record, you may be required to mail in your request, which could take approximately 14 days.

It can take up to 7-10 days to receive your driver's safety certificate in the mail, even if you take the course online. The Court can only accept the original, signed "court copy" of the driver's safety certificate. A receipt or screen-print from the internet will **not** be accepted.

Ineligible for DSC:

- Speeding 95 miles per hour or more
- Speeding 25 miles per hour or more over the posted speed
- Passed a school bus stopped for loading and unloading passengers
- Failed to immediately stop at the scene of an accident; immediately return to the scene of the accident if the vehicle is not stopped at the scene of the accident; and remain at the scene of an accident until the operator complies with the requirements of section 550.023.
- Failure to give information; fail to show the operator's driver's license; fail to render aid
- Any offense that occurred in a construction zone with workers present
- Any person who holds a commercial driver's license now or on the date of the offense

Driver's Safety Course Request

All information on this form must be completed at the time of request with all items submitted or the request shall not be processed.

My name is _____.

(Please print legibly)

I elect under Art. 45.0511, CCP to take a driving safety course. I hereby enter my appearance to the offense of _____.

I understand that I have the right to a jury trial, and hereby waive my right to a jury trial and plead:

☐ NO CONTEST

☐ GUILTY

(select one)

I request the driver's safety course to dismiss a violation:

- ☐ Moving Traffic Violation (Sub Title C TC 472.022 TC 729.001 TC)
- ☐ A violation of the child passenger safety seat system - **for these violations an individual must complete a course that includes four hours of instruction that encourages the use of child passenger safety seat systems and the wearing of seat belts.**
- ☐ Motorcycle operator training

(select which applies)

I understand that I must present to the Court the following with this request:

1. A valid, non-commercial, Texas driver's license or permit; or proof that I am a member, or the spouse or dependent child of a member, of the United States military forces serving on active duty along with my out of state driver's license;
2. A valid insurance card listing me as a driver on the policy.

With this request I am remitting the required court costs in the amount of:

- ☐ \$114.10 (regular violations)
- ☐ \$139.10 (school zone)

(select which applies)

I understand that I am NOT ELIGIBLE for this request IF I:

- Have completed a driving safety course in lieu of another citation 12 months immediately preceding this citation;
- Was alleged to be speeding 25 MPH or more over the speed limit;
- I am a holder (or holder on the date of the offense) of a commercial driver's license

AFFIDAVIT of ELIGIBILITY

I _____ (print your name) state under oath that on the date of my request for a driving safety course/motorcycle operator training course (as applicable) in the above numbered cause, that I was not taking such a course nor had I completed one within the 12 months preceding the date of my current offense that is not shown on my driving record as maintained by the Texas Department of Public Safety for the dismissal of a citation (or as maintained by the state that issued my driver's license – active military personnel, spouse of, or child of active military personnel only).

Defendant or Attorney Signature

Date

BEFORE ME, the undersigned authority, on this day personally appeared known to me to be the person whose name is subscribed to the above statement, and after being sworn by me, duly stated that the statements contained herein are true and correct to the best of their knowledge.

Subscribed and sworn to before me, the _____ day of _____, 20____.

Notary Public for the State of _____

(seal)



KILLEEN MUNICIPAL COURT
INFORMATION SHEET



Name /Nombre: _____

Address/Direcion: _____ City _____ State _____ Zip _____

Email address/Correo Electronico: _____

(providing an email address authorizes court correspondence to be sent electronically)

Telephone Number/Numero de Telephone: _____ Cell/Numero de Cellular: _____

Driver's License/Numero de Licencia # _____ State/Estado: _____

Date of Birth/Fecha de Nacimiento: _____

Employer/Empleo: _____

Employers/Business Address/Direccion de Empleo: _____

Employer/Business Telephone Number/Numero de Telephono de su Empleo o Negosio: _____

Reference(s): Name, address and telephone number of a person not living with you :

(Referencias personales: Nombre, direcciones y numeros de telefono que no viven con usted)

I ATTEST THAT THE INFORMATION CONTAINED IN THIS DOCUMENT IS TRUE AND CORRECT:
(ATESTIGUO QUE LA INFORMACIÓN CONTENIDA EN ESTE DOCUMENTO ES VERDADERA Y CORRECTA)

AFFIANT
(el declarante)

Sworn to (affirmed) and subscribed before me this/ Jurado (afirmar) y suscrito delante de mi este _____ day (dia)
_____, _____ for (por) _____ (name of
signer/nombre del firmante).

NOTARY PUBLIC // DEPUTY CLERK OF THE MUNICIPAL COURT
Público del notario//SECRETARIO ADJUNTO DE LA CORTE MUNICIPAL
City of Killeen, State of Texas
Ciudad de Killeen, Estado de Texas

Government issued photo identification must be presented. Texas driver's license is protected from public disclosure under confidentiality laws for the State of Texas. (Se debe presentar una identificación con foto emitida por el gobierno. Licencia de Texas está protegido contra la revelación pública bajo las leyes de confidencialidad para el estado de Texas.)